

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Advisor for Management

FROM : Chief, Classification and Wage Division

SUBJECT: Request for T/O Revision

DATE: 7 May 1951

Reference is made to the Procurement Office T/O, dated 9 February 1951.
Based on Classification review, the following changes are recommended:

1. Procurement OfficeControl Group

Add: Control Clerk GS-5

Delete: Control Clerk GS-7 (Slot 702)

2. Procurement and Contract DivisionContract Branch-Civilian Contract Section

Add: a) Chief GS-12

Delete: Chief GS-11 (Slot ~~111~~) 24

Add: b) Procurement Officer GS-11

Delete: Procurement Officer GS-9 (Slot 154)

3. Supply DivisionDepartmental Warehouse BranchOffice Equipment & Maintenance Section

Add: a) Cabinet Maker UG-14 *changed for discussion*

Delete: Cabinet Maker CPC-6 (Slot 68) *is agreed upon at previous meeting*

Add: b) Cabinet Makers Helper UG-b

Delete: Cabinet Makers Helper CPC-4 (Slot 164)

4. Supply DivisionOperational Warehouse BranchPacking, Crating & Shipping Section

Add: a) Storekeeper (Shipping) GS-9

Delete: Storekeeper (Shipping) GS-8 (Slot 105)

Add: b) Packing and Crating Supervisor UG-20

Delete: Super Pack - Crating UG-18 (Slot 108)

Add: c) Asst. Packing & Crating Supervisor UG-18

Delete: Asst. Super Pack - Crating UG-16 (Slot 109)

Add: d) Packing Foreman UG-15

Delete: Chief Packer UG-12 (Slot 110)

Add: e) Crating Foreman UG-16

Delete: Chief Crater UG-14 (Slot 111)

Add: f) 2 Sawyer UG-9

Delete: 2 Sawyer UG-11 (Slots 112 & 168)

Add: g) 2 Fork Lift Truck Operator UG-8

Delete: 2 Fork Lift Truck Operator UG-7 (Slots 114 & 170)

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 7 NO CHANGE

IN CLASS ~~X~~ DECLASS/ /CLASS CHANGED TO: TS S C REF. JUST 82

NEXT REV DATE 1/1/51 REVIEWER 14/5/51 PEDOC. 02

NO. PGS 2 CREATION DATE _____ ORG COMB 35 OPI 30 ORG CLASS e

REV CLASS e REV COORD. _____ AUTH: HR 70-3

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rmc

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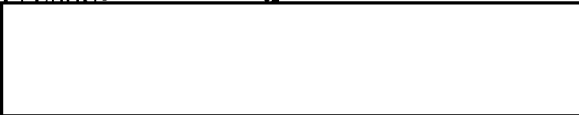
Add: h) 2 Carpenter Crat - Blocking UG-14
Delete: 2 Carpenter Crat - Placking UG-12 (Slots 11501 & 11502)
Add: i) 8 Box Assembler UG-7
Delete: 8 Box Assembler UG-6
Add: j) 8 Packer Table UG-9
Delete: 8 Packer Table UG-8
Add: k) 8 Packer Conveyor UG-7
Delete: 8 Packer Conveyor UG-5
Add: l) 1 Packer UG-8
Delete: 1 Packer Salvage UG-6 (Slot 120)



25X1

O.K. - Subject 5
Budget OK
John
1 June 51

Concurrence:



Chief, Procurement Office



6 completed
2 June 51

originally four sets
Proc. file concurrence
5-7-51
Jep

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